

☒ BID BOARD NOTICE

PROCUREMENT ID NUMBER: **PHPA-C237 - MDM0031021262**

ISSUE DATE: **June 15, 2015**

TITLE: **STERILE GAUZE SPONGE**

DUE DATE: **July 1, 2015 / 2:00 P.M.**

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

**Fully Loaded Rate to include all services described in the Description of Service
and all expenses are not to exceed \$7,380.00**

**This solicitation has been designated as a Small Business Reserve (SBR); only
registered SBRs may respond. Please apply at <https://emaryland.buyspeed.com/bsr>
to begin the process, and then follow the prompts to see if your business
qualifies. For assistance in the SBR registration process, please call 410-767-
1492. If you qualify, please put your SBR number on the Bid Form.**

PROCUREMENT METHOD

Small Procurement – Invitation for bid

EXPECTED DATE OF DELIVERY:

August 1, 2015

Maryland WIC Program Specifications: Gauze Sponge, Sterile 2x2

Commodity Details

Item: Sterile Gauze Sponge – Individually Packaged
Manufacturing Brand Name: Covidien

Size: 2"W x 2"L

Description: Individually packaged, sterile gauze sponge made from cotton. Must meet USP Type VII Gauze Requirements. Dimensions must be 2"W x 2"L.



Quantity: 1,800 packs, each containing 200 individually packaged gauze sponges

Color: White

Cost: Price must include, item, shipping and any other incurred expenses. No additional costs will be allowed.

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

Samples: A sample of the exact product must be submitted with bids. This sample will be evaluated to be certain it meets the above specifications.

Freight Terms

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

Shipping Method

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized.**
- **No container shipments shall be accepted.**

Packaging Instructions

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.

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- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

Shipment Preparation

Carton Preparation

- No individual carton to exceed a maximum weight of 40 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
 - Mark the outside of each shipping carton with the WIC purchase order number
 - Item number
 - Product description from purchase order
 - Language of WIC logo imprint (i.e., English or Spanish)
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

Palletized Loads

- Each pallet shall contain cartons which contain one item number.
- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
 - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
 - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
 - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
 - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
 - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
 - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
 - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
 - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
 - The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

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Delivery Document Preparation

Packing List

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 240-420-5263 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

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BID SUBMISSION INFORMATION

Bidders shall submit an original and one (1) signed copy of the completed Bid Form (page 7). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Bidders shall also submit a sample of the exact product, including proposed graphics as specified on page 2 "Sample Requirements". The sample product and the SEALED envelope containing the Bid Forms, should be placed together in ONE larger envelope as ONE submission. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on both the inside and outside envelopes.

SUBMISSION DEADLINE

Bids (with sample) must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. July 1, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid and one sample is permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michele Ferges. *NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039). *NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to the PROCUREMENT OFFICER.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

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PROCUREMENT OFFICER:

Michele Ferges

Procurement Supervisor

201 W. Preston Street, Suite 306

Baltimore, Maryland 21201

Michele.Ferges@maryland.gov

ISSUING OFFICE:

Lindsay Unitas

Procurement Specialist

Maryland WIC Program

Department of Health & Mental Hygiene

201 W. Preston Street, 1st Floor

Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

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Bid Form

PROCUREMENT I.D. NUMBER: **PHPA-C237 - MDM0031021262**
ISSUE DATE: **June 15, 2015**

Bidder Information:

Vendor Name: _____
Vendor Address: _____

Contact Name: _____
Telephone Number: _____
FEIN Number: _____
E-mail: _____
SBR number _____

- 1,800 packs (200 individually packaged gauze sponges each) = \$ _____
- Plus shipping \$ _____
- Total cost \$ _____ (not to exceed \$7,380.00)

Signature

Date

Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C237 - MDM0031021262.

Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$7,380.00

Attachments:

- A sample of the exact product, including proposed graphics as specified on page 2 "Samples".

BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 2:00 P.M. ON, July 1, 2015.

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions regarding this Bid Form, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.